



DESIGN REVIEW SUBMITTAL CHECKLISTS

ALL SUBMITTALS MUST BE COMPLETE

Your application must be accompanied by sketches, drawings, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the DRB to evaluate the proposal against the criteria established in the adopted Design Standards. You may also submit photo examples of comparable development to support your application.

Submittal items must be of a scale that may be digitized (maximum 11"x17") or submitted electronically.

ITEMS REQUIRED FOR ALL APPLICATIONS:

- Completed **Design Review Application** form including a complete description of the proposed project.
- Current color photographs** of the property and/or structure, particularly the front and any side or features affected by the proposed project, and accurately represents the present condition, materials and textures.

FOR SIGNS

- Colored elevations**, drawn to scale or photo-simulated, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- Scaled drawing** showing the size of the sign, details of construction, materials, colors, lighting, size, style and spacing of letters, method of support, and proposed materials and finishes.
- Physical samples** of all materials proposed for use on the sign, *if other than wood, glass, or metal.*
- Color swatches** as requested.

FOR DEMOLITIONS

- Documentation of the economic or structural infeasibility of restoration and preservation

FOR MINOR AND SUBSTANTIAL MODIFICATIONS

- A site plan** of the property, drawn to scale, clearly showing streets, existing structures, and all proposed elements.
- Elevations**, drawn to scale, showing complete architectural details and including all exterior equipment and appurtenances located on the roof, the walls and the ground. All existing and proposed materials and finishes shall be identified and described on the elevations.
- Manufacturer's catalog data** (cut sheets) on all visible fixtures and devices showing size, form, quantity, color, type of material, height, location, and method of installation.

Types improvements to be considered **minor modifications**:

Awnings, roofing, fencing, railings, walls

Types of improvements to be considered **substantial modifications**:

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Landscaping (streetscape, parking, screening).
6. All other items as defined in the ordinance.

ADDITIONAL ITEMS FOR SUBSTANTIAL MODIFICATIONS

- The **site plan** shall show any exterior lighting, location of all service equipment, signs, fences or walls, and any other equipment or construction.
- Landscaping plan** clearly showing the size, location, and species of all plant material. A schedule showing the type of plant, number, size at installation (height/caliper), size at maturity (height/caliper).
- Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- Manufacturer's catalog data** or other material showing each type of new or replacement window and door, its size, shape, material, and method of installation.
- Completed **Applicant's Proposal Assessment form**